



University Students' Council of the University of Western Ontario VOLUNTEER SCOPE OF RESPONSIBILITY

EFFECTIVE: Oct 2, 2012

SUPERSEDES: None.

AUTHORITY: General Manager (Staff)
President (Executive)

RATIFIED BY: Executive Council
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**RELATED
DOCUMENTS:**

- Human Resources Directive
- Commissioner and Coordinator Terms of Reference

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PURPOSE:

The following Policies are created under the Human Resources Directive of Council in order to implement effective Volunteer Management. These Procedures should be read in context with the Human Resources Directive, which further defines terms used in this document.

1.00 SCOPE

1.01 This Policy applies to all USC Commissioners and Coordinators as defined in USC Coordinators and Commissioners: Terms of Reference. For the purposes of this document and any other Volunteer Management document "volunteer" refers to any Commissioner or Coordinator of the USC.

1.02 This Policy outlines the responsibilities and powers of Commissioners and Coordinators relative to the USC in addition to the specific roles and responsibilities of each position as laid out in USC Coordinators and Commissioners: Terms of Reference.

2.00 HIRING & SUPERVISION

2.01 All Commissioners and Coordinators shall be hired by a panel as laid out in the Commissioner and Coordinator Selection Guidelines.

2.02 All Commissioners and Coordinators shall report to the Executive Member with oversight of their portfolio (portfolio supervisor) with regards to job performance, information and resources, and the day-to-day operations of the portfolio.

2.03 The Human Resources department shall have oversight of all Commissioners and Coordinators with regards to workplace conduct, progressive discipline, and enforcement of certain USC Policies and Procedures.

3.00 ROLE OF A VOLUNTEER WITHIN THE USC

3.01 Commissioners and Coordinators are responsible for the execution of specific programs and services within the Executive portfolios as designated in USC Coordinators and Commissioners: Terms of Reference.



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- 3.02 Commissioners and Coordinators are responsible for advising the Executive and Council on the state of their portfolio when called upon.
- 3.03 All Commissioners and Coordinators shall be treated as an unpaid employee of the corporation within their respective portfolio.
- (1) Commissioners and Coordinators shall report directly to their supervisors and take direction from the same.
 - (2) Commissioners and Coordinators shall be held to their terms of reference and are expected to achieve a satisfactory level of job performance.
 - (3) Commissioners and Coordinators shall undergo constant performance assessment with their portfolio supervisor, including the production of mid-year and final reports.
 - (4) Commissioners and Coordinators shall not take a political role inconsistent with their role as a Commissioner or Coordinator. Taking such a political role shall be considered a conflict of interest and may result in further discipline.
- 3.04 No Commissioner or Coordinator may act as a Signing Officer of the USC or enter into a contract on behalf of the corporation.
- (1) If the duties of a Commissioner or Coordinator require a contract to be signed, the Commissioner or Coordinator in question shall communicate this to their portfolio supervisor.
- 3.05 All Commissioner and Coordinator responsibilities are subject to review and update as determined by the USC Executive.
- 4.00 POLICY AND PROCEDURE ADHERENCE**
- 4.01 All Commissioners and Coordinators shall adhere to all applicable USC documents, including any relevant Policies and Procedures.
- 4.02 The following Policies and Procedures shall be considered relevant to all Commissioners and Coordinators. This list should not be considered exhaustive.
- (1) USC By-law #1
 - (2) Human Resources Directive
 - (3) USC Employee Code of Conduct



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- (4) Volunteer Scope of Responsibility
- (5) Progressive Discipline Policy
- (6) Orientation and Training Policy
- (7) Final Reports Procedure
- (8) Honoraria Policy
- (9) USC Coordinators and Commissioners: Terms of Reference
- (10) Conflict of Interest Policy